**Minutes**

**Elizabeth Woodville School**

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| **Meeting: Local Governing Body** | **Date: Thursday 1st July 2021** |
| **Chair: Jason Abbott (JA)** | **Clerk: Teresa Elkin (TE)** |
| **Apologies:**  | **Absent:**  |
| **In attendance: Sharan Matharu (SM) Principal; Jason Abbott (JA) Governor; Dr Jamie Clarke (JC) TLT CEO & Governor (part); Gillian Lucas (GL) Parent Governor; Paul Goddard (PG) Governor; Melissa Scott (MS) Governor; Sue Christopher (SC) Staff Governor (part); Hayley Richardson (HR) School Business Manager (part)** |

 ***Note: the meeting was held virtually due to the national COVID-19 crisis.***

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|  |  | **Action By** | **Date** |
| **1.** | **WELCOME AND APOLOGIES** |  |  |
| **1.1** | JA welcomed everyone to the virtual meeting. It was noted that Sue Christopher (SC) may join the meeting later.HR was welcomed to the meeting as the school’s new Business Manager. |  |  |
| **2.** | **DECLARATION OF BUSINESS INTEREST** |  |  |
| **2.1** | There were no declarations. |  |  |
| **3.** | MINUTES AND CONFIDENTIAL MINUTES OF THE LOCAL GOVERNING BODY MEETING 6th MAY 2021 & MATTERS ARISING |  |  |
| **3.1** | The minutes and confidential minutes were agreed as an accurate reflection of the meeting and will be signed by the Chair. | **JA** | **ASAP** |
| **3.2** | **Matters Arising**Governor vacancies to be reviewed by JA.The Clerk agreed to check that PG has been added to the list of governors and former governor Dave Barker has been removed.GL to check that governors can access the Trust Policy section in the Classroom.All other actions are complete. | **JA****TE****GL** | **On-going****ASAP****ASAP** |
| **4.** | GOVERNOR ROLES AND RESPONSIBILITIES |  |  |
| **4.1** | The following responsibilities were agreed:* Safeguarding: Gillian Lucas
* Pupil Premium: Gillian Lucas
* Finance: Paul Goddard – agreed to liaise with HR
* Teaching and Learning: Melissa Scott

JA to informally meet with remaining governors, to discuss the roles and responsibilities in more detail. GL agreed to co-ordinate a meeting date.JA offered to support MS in meeting with school colleague Rob Peskett. | **JA, GL****JA** | **ASAP****ASAP** |
| **5.** | **BUDGET AND FINANCE UPDATE** |  |  |
| **5.1** | HR provided an overview of the budget which was shared with governors prior to the meeting.The budget has been submitted to the TOVE Finance Director for the new academic year.There is underspend on staffing due to Covid-19. The school has awarded the cleaning and catering contracts to an external provider, therefore staff costs fall and contractor costs will rise.There has also been less spend on staffing as colleagues who have left have not been replaced – there is active recruitment now, however. |  |  |
| **5.2** | There is funding for governor training in the budget. |  |  |
| **5.3** | Occupancy costs have increased due to the external cleaning contract. |  |  |
| **5.4** | Supply teacher insurance is high to cover long term absences and the Covid-19 situation. HR is considering purchasing teacher absence insurance, but the quote is high due to Covid-19 absences. |  |  |
| **5.5** | Covid-19 catch-up funds have been received and funding will be part of the school’s Covid-19 recovery plan. |  |  |
| **5.6** | Student numbers are lower than expected throughout the school, and this affects the income.  |  |  |
| **5.7** | HR will arrange to meet PG to monitor the budget and explore the school’s finance in more detail. | **HR** | **On-going** |
| **5.8** | JA noted that overall, the deficit is £150k and next year its predicted to be £34k. HR confirmed that the school will not end this year in a deficit, the school may even have a slight surplus. **JA asked, when will we have the final** **figure?** HR advised that it will be available w/e 9th July, when the budget is reviewed by the Trust. SM added that the school will have a much better idea next week as will have the figures for month 10. |  |  |
|  | Note: at 5.48pm HR left the meeting and SC joined the meeting. |  |  |
| **6.** | HEADTEACHER’S REPORT |  |  |
| **6.1** | SM provided a summary of her report.Teacher Assessed Grades (TAGs) SM advised that the process went smoothly and there were some learning points. All evidence has been submitted to exam boards and the school is awaiting feedback. Thanks were expressed to staff colleagues. Some exam boards have not provided exam rebates given that staff have done most of the work this year. |  |  |
| **6.2** | Safegurading: social media e-safety training has been arranged for staff. County lines training for students will be arranged.  |  |  |
| **6.3** | Attendance is approx. 93%. SM had a good meeting with the new Director of Education from the Local Authority who is keen to support schools regarding attendance. |  |  |
| **6.4** | There have been 40 Fixed Term Exclusions incidents and 2 Permanent Exclusions, but these are better figures in comparison to two years ago and the figures are falling. Most students returned to school well behaved. |  |  |
| **6.5** | Staffing – three long term sick staff members are all back in school. There are new appointments, with a new Head of Maths. HR has made a huge difference as the School Business Manager; she is positive and knowledgeable.The Science team is overstaffed, and SM confirmed that she will address this rationale later in the meeting.SM outlined additional appointments. |  |  |
| **6.6** | Covid-19 catch-up funding: the school spent a lot of money to ensure that students did not fall behind. JC noted that the attendance from 8th March is really good, last Thursday nationally it was 82%.JC noted that Pupil Premium attendance is causing a gap but is challenging. JC congratulated SM on the overall figures. |  |  |
| **6.7** | MS noted the Deep Dive on MFL. (Modern Foreign Languages) It was a pleasure to observe. Students were positive. Teaching in all lessons was of a high standard. Learning walks are taking place. Retrieval is being reviewed. Where there are pockets of poor practice, these staff are already being supported. Staff CPD is busy and continues, staff are enjoying it. |  |  |
| **6.8** | MS advised that hopefully extra-curricular activity will improve in September when students can move out of their bubbles. |  |  |
| **6.9** | Cleaning and catering contracts – the cleaning is not going well, there are complaints from the cleaners themselves. **JA asked, are other schools** **experiencing this as it’s a Trust contract?** JC advised to follow through with Tracey Routledge. SM advised that there are several schools in the Trust who are not happy with the standard of cleaning. |  |  |
| **6.10** | Summer activities are planned, and SM invited governors to see the on-going site improvements. JA noted that it would be ideal to link site visits to the School Improvement Plan. |  |  |
| **6.11** | JA noted the TAGs process and asked that thanks are passed to Helen Gilligan and the team for all their hard work. **How prepared are you for the appeals process?** SM advised that student results have been compared to targets and UCAS offers. Staff are prepared for appeals and SM explained the process.**JA asked, how is staff well-being given that they have been monitored and have has to take on these additional responsibilities?** SM confirmed that staff are tired, but there is still positivity.SM advised that in the autumn term the school will be without an Assistant Headteacher due to a resignation, but two secondments will be in place on the north site to review key areas. They will add capacity to the Senior team. The Summer school will not run this year due to a low student take-up, but in response to a question from JA, SM confirmed that it has been offered. **JA** **questioned, was this a transition plan?** JC advised that take up is variable across the MAT. SM explained the rationale further. |  |  |
| **6.12** | 87 students attended the Sixth Form induction session. |  |  |
| **6.13** | Covid-19 testing – parents are being encouraged to record results. |  |  |
|  | Note: SC left the meeting 6.14pm |  |  |
| **6.14** | This item is confidential and is minuted separately. |  |  |
| **6.15** | **JA asked, when does Head of Maths start?** SM confirmed that they are in post |  |  |
| **6.16** | JA congratulated staff on attendance figures and the MFL Deep Dive which also generated positive results. SM was asked to pass on thanks to staff.Thanks were expressed to GL and CW for supporting the panel during the student Permanent Exclusion. |  |  |
| **7.** | **SELF EVALUATION FORM (SEF)** |  |  |
| **7.1** | The SEF was circulated to governors via Google Classroom prior to the meeting.Behaviour and Attitudes are still work in progress but the quality of education in most areas is still improving.KS3 is changing to a three- year structure. |  |  |
|  | Note: at 6.25pm SC re-joined the meeting. |  |  |
| **8.** | **SCHOOL IMPROVEMENT PLAN (SIP)** |  |  |
| **8.1** | The SIP was circulated to governors via Google Classroom prior to the meeting.SM advised that there are amber actions as there was not a whole year in school. Will continue to build on this in the new academic year.JA proposed to consider governor monitoring in the four key topic areas, for reporting back in meetings etc. JC advised that when new plan is in draft then can allocate priority monitoring by the LGB. JA proposed a 10 minute review of a key area such as: Quality of Education; Pupil Premium; Safeguarding; SEND and Science. |  |  |
|  | Note: at 6.33pm JC left the meeting. |  |  |
| **8.2** | **JA challenged, what can we expect to hear in our meetings from these reviews?** SM advised that governors will be informed of what is hoped to have achieved, what has been done as a review process. **JA questioned, when would we conduct quality of education monitoring, what will we see in the books?** SM advised as to what governors could consider and questions that could be asked.**There will be a led learning walk in the autumn term, JA questioned, would this be in multiple subject areas?** SM advised that would focus on the characteristics that make good teaching. **JA asked, would the visit be on one** **subject area or many?** SM confirmed that it could either be one subject area or a year group.JA proposed that governor visits could commence from October and that these could be part of an annual monitoring process. SM proposed a review of each area at future LGB meetings.MS explained the SDP and how this is reviewed in her primary school.SM agreed to direct governors to signposted areas in the new report, this was welcomed. | **SM** | **On-going** |
| **9.** | **TRUST UPDATE FROM TRUSTEE REP** |  |  |
| **9.1** | There was no Trust Rep present at this point in the meeting to provide an update. |  |  |
| **9.2** | This item is confidential and is minuted separately. |  |  |
| **10.** | ANY OTHER BUSINESS  |  |  |
| **10.1** | **MS asked, do we have any indication of when we might expect an Ofsted inspection? Is there an expectation on us as governors?** SM confirmed that an inspection is due now. Work with staff now is about being Ofsted ready. Governors will be involved, and SM outlined the areas that are likely to be reviewed. The school has moved forward in all areas apart from one department and work will be undertaken on Student Voice.JA proposed getting clarity from JC on the LGB input/Trustee roles to an Ofsted inspection.Governors shared their Ofsted inspection experience. | **JA, JC** | **ASAP** |
| **11.** | **MEETING DATES 2021-2022** |  |  |
| **11.1** | These will be scheduled and circulated to governors. | **JA, SM, TE** | **ASAP** |
| **11.2** | Thanks were expressed to all for support and SM agreed to pass on governor thanks to EWS staff. | **SM** | **ASAP** |

The meeting was closed by the Chair at 7.00 pm

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|  | **Action Points** | **Responsible**  | **Date to** **Complete**  |
| **3.1** | The minutes and confidential minutes were agreed as an accurate reflection of the meeting and will be signed by the Chair. | **JA** | **ASAP** |
| **3.2** | Governor vacancies to be reviewed by JA.To check that PG has been added to the list of governors and former governor Dave Barker has been removed.GL to check that governors can access the Trust Policy section in the classroom. | **JA****TE****GL** | **On-going****ASAP****ASAP** |
| **4.1** | A to informally meet with remaining governors, to discuss the roles and responsibilities in more detail. GL agreed to co-ordinate a meeting date.JA offered to support MS in meeting with school colleague Rob Peskett. | **JA, GL****JA** | **ASAP****ASAP** |
| **5.7** | To meet PG to monitor the budget and explore the school’s finance in more detail. | **HR** | **On-going** |
| **8.2** | To direct governors to signposted areas in the new SIP report. | **SM** | **On-going** |
| **10.1** | JA to obtain clarity from JC on the LGB input/Trustee roles to an Ofsted inspection. | **JA, JC** | **ASAP** |
| **11.1** | Meeting dates for 2021-2022 will be scheduled and circulated to governors. | **JA, SM, TE** | **ASAP** |
| **11.2** | To pass on governor thanks to EWS staff. | **SM** | **ASAP** |

Signed: ……………………………………………………………………………………. Date: …………………………………………….

Local Governing Body Chair